

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin, and click the examination link at the bottom.*****

Training and Experience Evaluation

Attorney 5

Consortium

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

VERY IMPORTANT: PLEASE READ THIS ENTIRE SECTION CAREFULLY.

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided, you may be disqualified from this process, suffer loss of State employment, and/or suffer loss of right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of this State. Be advised that you are expected to answer truthfully and accurately.

TRAINING AND EXPERIENCE – BEST PRACTICES FOR APPLICANTS

Suggested Resources To Have Available When Beginning The Training And Experience Evaluation

EMPLOYMENT HISTORY	EDUCATION	TRAINING
Job Titles	School Name and Address	Class Titles
Organization Names and Addresses	Degree(s) Earned	Certifications Received
Dates Worked (From: To: Dates)	Date(s) Attended (From: To: Dates)	Name of Someone Who can Verify Your Training
Name of Supervisors or Persons Who Can Verify Your Job Responsibilities	Courses Taken (Verifiable on a Transcript)	
Phone Numbers of Persons Listed Above	Person or Office Who Can Verify Education	Phone Numbers of Persons Listed Above
	Phone Numbers of Persons Listed Above	

Applicants have the opportunity to use the back and forward buttons to navigate through the Training and Experience Evaluation.

Verification References

Provide references who can verify the information you provide in this exam. Prior to receiving an offer for employment, these references will be contacted to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this exam. List all references that apply.

EMPLOYMENT

Job Reference 1

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 2

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 3

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 4

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 5

Job Title:

Organization Name and Address:

Date Worked: From:

To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 6

Job Title:

Organization Name and Address:

Date Worked: From:

To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

EDUCATION

Education Reference 1

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

Education Reference 2

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

Education Reference 3

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

Education Reference 4

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

Section 1: Tasks

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your training and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

ITEM	SEE BELOW			
		TIME/DURATION:	QUALIFICATIONS:	REFERENCES:
EXPERIENCE	Describe your work experience relevant to performing <u>this task</u> , both paid and volunteer.	I have Choose an item. experience performing <u>this task</u> .	Provide relevant examples of the more complex work you have been responsible for that demonstrates your ability to perform <u>this task</u> (500 characters max): <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	Identify the references who can verify this information: <div style="display: flex; flex-direction: column; gap: 5px;"><div><input type="checkbox"/> job ref. 1</div><div><input type="checkbox"/> job ref. 2</div><div><input type="checkbox"/> job ref. 3</div><div><input type="checkbox"/> job ref. 4</div></div>
		I have performed <u>this task</u> Choose an item. times.		
TRAINING	Describe your training relevant to performing <u>this task</u> .	I have completed Choose an item. hours of training directly related to performing <u>this task</u> .	List all class titles relevant to performing <u>this task</u> , and any certifications or acknowledgements received (500 characters max): <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	Provide the name and contact information of someone who can verify this information: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>

#	Item Statement
1	Preparing legal documents (e.g., correspondence, pleadings, reports, briefs, opinions, court or agency filings) for decision makers or stakeholders.
2	Evaluating complex documents containing recommendations and analyses concerning program activities, pending administrative or judicial proceedings or other legal matters to facilitate decision making.
3	Preparing or consulting on proposed legislation, regulations or policy (including supporting documents and analysis) for high level decision makers.
4	Interviewing or examining individuals (e.g., clients, witnesses, staff) to gather information, discern policy implications, prepare documents or prepare individuals for testimony.
5	Formulating and delivering persuasive oral presentations and/or arguments to decision makers or stakeholders regarding complex, difficult or sensitive legal matters.
6	Evaluating matters of first impression (e.g., novel or developing areas of law) to determine appropriate actions.
7	Engaging in high level discussions, consultations or negotiations involving complex and/or sensitive legal matters as a liaison or representative.
8	Performing research to evaluate proposed courses of action or recommend appropriate action on complex, difficult and sensitive legal matters.
9	Developing strategies based on a review of relevant information (e.g., pleadings, evidence, public policy, law) to litigate or otherwise resolve complex, difficult or sensitive legal matters.